

Town Manager's Monthly Report for August 2019



TOWN MANAGER'S UPDATE ...

- Attended the following Committee/Council meetings:
 - Special Council Meeting – August 2, 2019
 - Election Board Meeting – August 2, 2019
 - Environmental Committee Meeting – August 8, 2019
 - Council Organizational Meeting – August 12, 2019
 - Pedestrian Safety Meeting – August 12, 2019
 - Ad-hoc Commercial District Planning Meeting – August 14, 2019
 - Environmental Committee Meeting – August 28, 2019
- Along with the Chief of Police and Building Official, we met with Harkins Construction on August 1, 2019, to review the first concrete pour.
- Worked with the Town Clerk on the Town Election Day – August 3, 2019.
- Met with Tony Pratt to review and select an Engineering Firm for Dredging. Anchor QEA of Lewes, DE was selected for the engineering work on the dredging project.
- Met with Marcia Scott from University of Delaware on August 9, 2019 to discuss the student intern.
- Along with Council members Carmean and Bunting, I attended the Annual Fenwick Island Beach Patrol Dinner at Just Hooked on August 12, 2019.
- Held a post-mortem meeting with Harkins Construction on the first concrete pour. There were very few issues and a few improvements were suggested.
- Met with Senator Carper's EPW Water Team to discuss regional needs. Southern Coastal communities met at the Bethany Beach Town Administrative Offices on August 14, 2019.
- The Building Official and I attended "Living with the Water: The Future of Flood Insurance in Delaware" on August 15, 2019.
- Attended the Chamber of Commerce Lifeguard Awards Dinner at Big Chill on August 15, 2019. The Chamber awarded each beach patrol a \$500 check. Many thanks for the contribution. This is used to offset the cost of providing shoulder season guarded beaches.
- Attended a joint meeting of DelDOT and Center for Inland Bays on August 20, 2019. This meeting was very helpful in guiding us through the DelDOT administration.
- Attended a webinar on Increasing Efficiencies in Local Government: Connecting Data, People and Processes.
- Attended IPA Fundamentals of Retail Planning and Development for Local Governments on August 23, 2019. The training was very valuable and explained how to plan for the kind of retail development your community needs.
- Along with the Building Official, I attended the Resilient Communities Partnership meeting on August 27, 2019 in Rehoboth Beach.
- Public Works Manager, Mike Locke and I addressed a drainage issue on West Farmington Street.

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- The Town Managers and Mayors of Association of Coastal Towns (ACT) met on August 30, 2019 to discuss possible changes moving forward.

UPDATES FROM DEPARTMENTS

Re-valuation

- Informal appeals have been held and formal appeals were held on July 26, 2019.
- The new appraised value is \$797,765,638.00
- The new assessed value is \$398,882,819.00.
- Based on this information, the rollback tax rate is \$.174015 per hundred dollars of assessed valuation.
- Conducted formal appeal hearings on June 28, 2019.
- Tax bills will be sent at the end of July based on the new assessment.
- Council granted two additional appeal requests and property tax records were adjusted accordingly.
- Tax bills were sent out on July 24, 2019.
- This project is closing.
- As of September 17, 2019, 55 properties have not paid their taxes for an outstanding total of \$57,520.48. Penalties will be assessed on October 1, 2019.

Sidewalks

- \$496,266 for replacement of six blocks of sidewalk was included in the State's bond bill. Representative Gray was instrumental in accomplishing this. This amount will need to be approved by the State Legislature.
- Representative Gray was able to include \$250,000 in the State's bond bill for Coastal Highway Sidewalks.
- We have received approval from the State to begin work.
- The next step will be to get detailed engineering plans drawn up for the project. This is underway and we are waiting to hear from Kercher Engineering.
- We were pleased to learn the Fenwick Island sidewalks are part of the Proposed FY 21 to FY 26 DelDOT Capital Transportation Program. The sidewalk project was ranked 13 out of 116 projects. We will be attending the public hearing in Georgetown to encourage the project be moved up. Planning and Engineering are scheduled to start in July 2023, right-of-way work will begin in July of 2025 with construction beginning most likely in July 2026.

Dredging

- We are currently working on an MOU with Freeman Companies and exploring Engineering firms.
- We are currently seeking proposals from two engineering firms.

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- Met with members of the Dredging Committee to interview two engineering firms regarding the dredging project on July 1 and July 3.
- Anchor QEA of Lewes, DE was selected for the engineering work on the dredging project.
- We are working with Anchor QEA to set up a site visit.

Streets

- Micro-surfacing was completed in May. Invoices will not be paid until the punch list items are complete.
- We are experiencing some issues with the micro-surfacing and we are investigating remedies with Kercher Engineering and APS (the construction company).
- Met with a representative of T2 Center with University of Delaware IPA to review the condition of the newly micro surfaced streets. The representative agreed we have pervasive surface marks, surface loss, gaps in longitudinal joints, edge variances, rutting in the wheel path, and joints do not appear neat and uniform.
- Mike Biaocco, Mike Locke and I met with a representative from APS, the micro surfacing contractor, on August 5. They will be making repairs to the streets in mid-September 2019.
- APS visited Fenwick Island on September 12, 2019. They will be resurfacing Bunting Avenue completely and re-paving major portions of the other areas. Some of the deterioration is due to a bad asphalt mix.

Complus

- We are working with Complus to install a new parking ticket management system at the Police station.
- We have installed the billing and tracking component of the ticketing software and the Police Clerk and Town Clerk have been trained on this component.
- Handheld training will begin in the Fall.
- Police training will be held in September.

Sustainability Grant

- The draft of the plan was presented to the Environmental Committee at the June 27th meeting.
- The Environmental Committee reviewed the draft and made recommendations. The final document is being prepared.

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Telephone System Upgrade

- The Chief, Town Clerk and I met with four phone vendors to upgrade our current phone system.
- Comcast Voice Edge was chosen to replace our current outdated, unsupported phone system on July 26, 2019.
- The contracts have been signed, necessary cabling has been completed and the new system will be installed before the end of September.
- Met with Comcast on August 2, 2019, to prepare for the phone system installation.
- The Town Clerk and I participated in a kick-off call with Comcast on August 29, 2019.
- The new phone system was implemented on September 5, 2019. The implementation went very smoothly with little issues. We are learning about the system. So far, the functionality is far superior to our old system.

Park Mobile

- Staff received training on May 20, 2019.
- Staff placed Park Mobile signage throughout the Town.
- The following table indicates that the Park Mobile app has been very well received.

May	June	July	August
47	149	140	447

Emergency Preparedness Workshop

- Met with Danielle Swallow and Julia O'Hanlan to discuss an emergency preparedness workshop for the local area on July 2, 2019.
- Held the first meeting with Selbyville and South Bethany to coordinate the workshop on July 31, 2019.
- Met with the planning team on August 12, 2019 to plan the workshop.
- Met on August 26, 2019 to finalize plans for the workshop.
- The workshop was held on September 5, 2019. It was very well attended (80+). Evaluations indicate that people found it to be valuable training. We will meet on September 17, 2019 to follow-up on the event.

2019 Audit

- Audit engagement letter was signed with PKS as per the contract.

Updating of the Employee Handbook Policies, and Job Descriptions

- Our intern this summer updated our Employee handbook, educational reimbursement policy, social media policy and our job descriptions. This information will be reviewed with Council for approval at a future date.